



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHIEF NURSE

Class No. 004504

■ CLASSIFICATION PURPOSE

Under administrative direction, to plan, organize and direct, through first line supervisors, a psychiatric hospital nursing program, or forensic psychiatric program, and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This class is found in the Health and Human Services Agency (HHS). The incumbent serves as a director of a large staff of professional and paraprofessional nurses providing skilled nursing care and services to patients at a mental health facility. This class differs from the Chief Nurse, Public Health in that the latter plans and implements the Public Health Nursing Standards and Practices in HHS Public Health Services.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans for the most efficient use of resources.
2. Analyzes and evaluates the effectiveness of nursing services.
3. Establishes standards of performance for nursing care and services.
4. Ensures compliance with federal, state and local regulations pertaining to the provision of nursing services.
5. Guides the development of in-service training programs.
6. Works with administrative and supervisory personnel to plan and develop new programs and policies.
7. Coordinates the work of nursing services with other departmental and community programs.
8. Reviews reports of work in progress.
9. Plans and develops budgets.
10. Recommends expenditure of funds for equipment and supplies.
11. Prepares correspondence and reports.
12. Oversees personnel selection, evaluation, discipline and termination activities of the division through subordinate nursing supervisors.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and techniques of personnel management and administration including budget preparation.
- Principles and practices of nursing care in psychiatric patients.
- Current medical procedures, medications and equipment.

- Emergency medical procedures.
- Federal, state and local legislation and regulations related to psychiatric patient care and treatment and hospital administration.
- County structure, policies and procedures.
- Public and private nursing service providers.
- The General Management System in principle and in practice.
- Telephone, office, and online etiquette.
- Courteous, respectful treatment of patients, County employees, representatives of outside agencies and members of the public.

Skills and Abilities to:

- Plan, develop, implement and administer nursing programs through subordinate staff.
- Communicate effectively, orally and in writing.
- Establish working relationships with employees, community groups and professional organizations.
- Respond appropriately to emergency situations.
- Compile information and prepare reports.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's or master's degree from an accredited college or university or certified for foreign equivalency studies in nursing, administration or a related health care field is highly desirable.
2. Five (5) years of recent registered psychiatric nursing experience, three (3) years of which must have been in an administrative or full supervisory position.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: walking, standing, neck and waist bending, climbing, repetitive use of hands, power hand grasping, and reaching above and below shoulder level. Occasional: sitting, squatting, kneeling, neck and waist twisting, hand pushing and pulling, and lifting and carrying up to 25 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid Registered Nurse license issued by the State of California.

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Certification/Registration

None Required.

Working Conditions

May be subjected to patients with communicable diseases and persons that may be potentially hostile or violent.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 30, 1979
Revised: August 30, 2002
Reviewed: Spring 2003
Revised: April 12, 2004

Chief Nurse (Class No. 004504)

Union Code: MA

Variable Entry: Y